

***State of California***

**M E M O R A N D U M**

**DATE:** March 7, 2003

**TO:** PERSONNEL MANAGEMENT LIAISONS

**REFERENCE CODE:** 2003-012

**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

Personnel Officers  
Personnel Transactions Supervisors  
Personnel Transactions Staff

**FROM:** Department of Personnel Administration  
Benefits Division

**SUBJECT:** Group Legal Services Insurance Plan - 2003 Annual Open Enrollment

**CONTACT:** Sondra Cooper, Benefits Program Analyst  
(916) 324-9365, CALNET 454-9365  
FAX: (916) 322-3769  
Email: [sondracooper@dpa.ca.gov](mailto:sondracooper@dpa.ca.gov)

The annual open enrollment for the State's Group Legal Services Insurance Plan is March 3 through April 30, 2003. See the Benefits Administration Manual for details on processing enrollment forms for this program. During this enrollment period, eligible employees may enroll in the Plan and current enrollees can change their coverage from single to family/family to single, add/delete eligible dependents, or cancel coverage. Employees already enrolled in the Plan are not required to re-enroll each year in order to continue coverage.

This memo provides information on plan eligibility criteria, effective dates of coverage, orientation training sessions, and instructions for ordering plan enrollment materials.

**CARRIER**

The plan administrator, ARAG® Group, is a leader in its industry, providing high quality service and access to professional legal advice for State employees. To date, more than 25,000 State employees have enrolled in this program. To get additional information, please contact ARAG® Group at (800) 247-4184, TDD (800) 383-4184 or via its Web site at: <http://members.araggroup.com/california>.

There is also a complete listing of all employee training sessions available at this Web site.

**PREMIUM RATES**

The monthly premium is \$9.60 for individual coverage and \$16.95 for family coverage (employee and one or more eligible dependents).

## ELIGIBILITY CRITERIA

Employees eligible to enroll in the State's Group Legal Services Insurance Plan during this open enrollment period include:

1. Permanent or probationary employees excluded from collective bargaining, with a timebase of half-time or more, who are represented by the following designations:
  - Managerial (M, E59, E79, E99)
  - Supervisory (S, E48, E58, E68, E78, E98)
  - Confidential (C, E97)
  - Excluded/Exempt (E88, E89)
  - E01 through E21, E67, E77
2. Permanent or probationary employees with a timebase of half time or more.
3. Permanent-Intermittent (PI) employees are eligible to enroll if they meet the required number of hours worked in a control period: January through June (480 hours) or July through December (480 hours) or annually July through June (960 hours). A PI employee must receive credit for 480 paid hours in the current control period or a total of 960 paid hours in two consecutive (prior and current) control periods (See Benefits Administration Manual (BAM), Section 1502 for details).
4. Employees on Training and Development assignments or limited-term assignments are eligible to participate in the program only if their permanent civil service appointment has a time base of half time or more.

## DEPENDENT ELIGIBILITY

Eligible dependents are defined as:

1. a lawful spouse;
2. any unmarried, dependent child under the age of 23 who has never been married;
  - a. children include natural, stepchildren, adopted children, and children for whom the employee is the legal guardian; and
  - b. any economically dependent child, 23 years of age or over if he/she is incapable of self-support because of a physical or mental disability who has never been married and is chiefly dependent on the eligible employee for support and maintenance.

Family members who are not eligible include the eligible employee's parents and grandparents, domestic partners, children under the age of 23 who are married, or who have been married, and children over age 23, unless disabled as specified above. Employees are responsible for notifying the Human Resources/ Personnel Office to complete the necessary paperwork when a child loses dependent eligibility.

## EFFECTIVE DATES OF COVERAGE

The employee's effective date of coverage will begin on the first day of the pay period following the first premium (payroll) deduction. For example, for completed enrollment forms processed by the Personnel Office and forwarded to the State Controllers Office (SCO) by March 10 (and there are no errors on the form), the first premium deduction will be in the March paycheck, and the effective date of coverage will be April 1. For enrollment forms received by SCO on or after March 11 through April 10, the effective date of coverage will be May 1. Any enrollment forms received by SCO on or after April 11 through May 10 will have an effective date of June 1.

Timely processing is important. Late enrollments will not be approved for a retroactive effective date. Because this is a pre-paid plan, a payroll deduction must appear on the employee's paycheck before coverage can begin. SCO will return any incorrectly completed forms to the Human Resources/Personnel Office for correction, which will delay the enrollment date. The date when the corrected form is returned to the SCO will determine the employee's effective enrollment date.

### EMPLOYEE COMMUNICATIONS

An open enrollment packet was mailed directly to the home address of approximately 190,000 eligible employees who are not currently enrolled in the plan. The packet contains a cover letter, an enrollment form, a plan brochure, and a schedule of training sessions that will be conducted throughout the state.

### EMPLOYEE TRAINING SESSIONS

#### **NORTHERN CALIFORNIA LOCATIONS**

Sacramento – March 24 and March 25, 2003  
Water Resources Building  
1416 9<sup>th</sup> Street, Auditorium  
9:00 a.m. - 10:00 a.m.  
10:30 a.m. - 11:30 a.m.  
1:30 p.m. - 2:30 p.m.

Sacramento – March 26, 2003  
Board of Equalization  
450 North Street, Board Room  
9:00 a.m. - 10:00 a.m.  
11:00 a.m. - 12:00 p.m.  
1:30 p.m. - 2:30 p.m.

#### **CENTRAL CALIFORNIA LOCATIONS**

Fresno – March 27, 2003  
Department of Rehabilitation  
2550 Mariposa Mall, First Floor  
10:30 a.m. - 11:30 p.m.  
1:30 p.m. - 2:30 p.m.

Bakersfield – March 28, 2003  
Department of Rehabilitation  
1405 Commercial Way, Conference Room  
10:30 a.m. - 11:30 a.m.  
1:30 p.m. - 2:30 p.m.

#### **SOUTHERN CALIFORNIA LOCATIONS**

San Bernardino – April 14 and 15, 2003  
Department of Transportation, District 8  
464 W. Fourth Street, Training Room 805  
10:30 a.m. - 11:30 a.m.  
1:30 p.m. - 2:30 p.m.